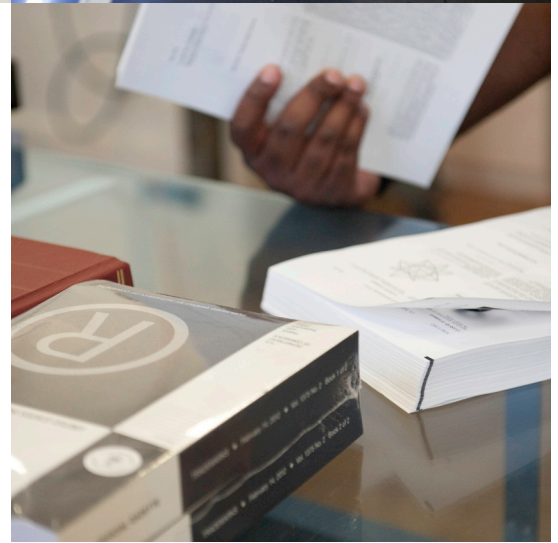




Onsite Document Solutions

is a comprehensive government-to-government contract solution. These services are designed specifically for Federal agency professionals responsible for in-house copying, document management, and printing resources.



Some of the advantages of working with **GPO Onsite Document Solutions** include

- All projects are sourced from a pre-qualified pool of contractors
- Fixed price structures available
- Flexible billing arrangements
- Customized requirements — large or small
- Streamlined procurement methods
- Less administrative burden for your agency
- Compliance with government best practices

Assessment and Consulting

GPO provides critical analysis of your existing operations that will serve as the blueprint for future cost-saving, efficiency, and capability recommendations. This invaluable service will be key to a successful transition if you are downsizing, consolidating, moving facilities and operations, expanding current technologies or looking to add to your current in-house services.

Areas of expertise encompass: distributed and networked printing, print production center operations, scanning/document conversion, and document archiving.

Typical recommendations include areas such as:

- Equipment
- Consumable options
- Staffing
- Floor plans and hardware distribution models
- Workflow processes and systems
- Scheduling and hours of operation
- Integration with existing systems
- User needs assessment
- Cost-saving analysis

A customized comprehensive final report is furnished, with recommendations to meet your needs and objectives, as well as an executive-level presentation of the results and recommendations.

Document Conversion

This contract provides agencies with onsite document conversion and content management services. Performing these services onsite means your documents are always within reach and never leave the safety of the agency.

We provide an assortment of services, including but not limited to:

- Onsite equipment setup
- Scanning
- Document prep
- Indexing
- Re-filing or recycling post-scan
- Metadata
- Quality control
- Experienced staffing

GPO and our pre-qualified contractors help you meet open government objectives while increasing efficiency through improved information retrieval and smarter use of physical space.

In-House Production Support

GPO can deliver equipment, material, and personnel solutions for your in-house printing operations. Through our buying power and expertise, we work with you to meet your agency's strategic and budgetary goals.

By partnering with pre-qualified commercial firms, we can offer onsite solutions for:

- Copying and printing operations
- Binding and finishing operations
- Mailing, distribution, and delivery services
- Proofing systems
- Prepress
- Equipment maintenance
- Customer service functions
- Printing Specialist expertise
- Electronic document storage and management
- Cleared personnel

You can expect customized, responsive service, backed by GPO's commitment to quality and value. With monthly billing and reporting, you have control over operations while maximizing facility utilization and reducing your administrative burden.

View and download additional information at **www.gpo.gov/onsite**



For additional information contact GPO Major Acquisitions at **202.512.2132** | majoracq@gpo.gov or a GPO National Account Manager at **202.512.1904** or via email at nam@gpo.gov.